



DEPARTMENT OF THE NAVY

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION ELEVEN
1803 DOOLITTLE AVENUE
FORT WORTH TX 76127-1803

COMNAVRESREDCOMREG11INST 5239.1D
N61

13 JAN 2008

COMNAVRESREDCOMREG ELEVEN INSTRUCTION 5239.1D

Subj: NAVY INFORMATION ASSURANCE (IA) PROGRAM

Ref: (a) SECNAVINST 5239.3
(b) OPNAVINST 5239.1B
(c) COMNAVRESFORINST 5239.2

Encl: (1) Example of Personally-owned Microcomputer
Hardware/Software User Agreement

1. Purpose. To implement references (a) and (b), establish the Department of the Navy Information Assurance Program for Naval Reserve Readiness Command, Region Eleven (REDCOM 11) and issue policy for appropriate use and control of Navy-owned and personally-owned computer hardware and software throughout REDCOM 11.

2. Cancellation. COMNAVRESREDCOMREG11INST 5239.1C.

3. Scope. This instruction applies to all organizational components of REDCOM 11 and serves as a central management tool to control command Automated Information System (AIS) security matters and covers all AISs developed, maintained, managed, operated or used by REDCOM 11 activities.

4. Action. The following policies will be observed:

a. Familiarization with this instruction and references (a) through (c) is necessary to protect all REDCOM 11 AIS, office information systems, networks, and the data they process. Reserve center commanding officers shall determine which of the AIS Security Organization assignments are appropriate for their commands and designate them accordingly.

b. Classified information will only be processed on designated computer systems that are equipped with a removable hard drive and have been approved by the Designated Approving Authority (DAA). Any media that has been in a classified AIS will not be introduced into an unclassified AIS until such media has been cleared or declassified per reference (c). Per reference (c), all AIS and media will be protected according to the highest classification of data that is processed on the AIS.

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c. Hardware and software purchased by the Navy will be For Official Use Only. Navy-owned hardware and software may not be used for personal benefit except when authorized by higher authority. Navy-owned software will not be copied except for backup purposes or as authorized by the software manufacturer. Navy-owned computer hardware and/or software may be used in other than command spaces with written approval from the appropriate department director provided it has been coordinated with the Automated Information Systems Security Officer (AISSO).

d. Computer hardware and/or software owned by command personnel may be used in command spaces with written approval from the DAA. Authorization will only be granted when command resources are not adequate or available for the purpose for which authorization is being requested. Prior to authorization, personnel must coordinate with the command AISSO. Enclosure (1) shall be used as a sample to certify authorization to use personally-owned microcomputer hardware and/or software. REDCOM not responsible for damage to, or loss of, microcomputer hardware and/or software.

e. Software/hardware installation/upgrades and modifications to the configuration will only be made after coordination with the command AISSO.



E. B. WEISS
Deputy

Distribution: (REDCOMREG11INST 5216.1Q)

List A

B-2

PERSONALLY-OWNED MICROCOMPUTER HARDWARE/SOFTWARE
USER AGREEMENT

Name _____ Code _____

Telephone No. _____ Bldg/Rm _____

Title/Descr of equipment _____

Primary Application/Software: _____

Rules and responsibilities for personally-owned microcomputer hardware and software used for processing Government data:

1. No classified data is handled, processed, or stored on this personally-owned microcomputer.
2. The Government is relieved of any liability for the personally-owned microcomputer hardware and/or software while on the premises.
3. All application programs developed to manipulate or process Government business, financial, property, or personnel data on this personally-owned microcomputer are Government property.
4. The owner certifies on the bottom of this form that all Government property and data are removed and the system is sanitized prior to permanent removal from (command name) of the personally-owned computer and its storage media.

The undersigned accepts the above responsibilities to use his/her personally-owned microcomputer hardware and/or software for Government use.

Date: _____ Owner: _____

Department Director: _____

I, _____, certify that all Government property and data has been removed and the system listed above has been sanitized prior to removal from (command name).

Signature of Computer Owner Date

Encl (1)

